

**WINCHESTER PARKING AUTHORITY**  
**May 22, 2014**

**MEMBERS PRESENT:** Dick Helm, Kim Burke & Jeffrey Rives

**MEMBERS ABSENT:** Mike Miller & Howard Manheimer

**OTHERS PRESENT:** Samantha Anderson, Teresa Couch, Mark White, Dario Savarese & Katherine Herrmann

---

**I. CALL TO ORDER**

Chairman Helm called the meeting to order at 7:30 a.m. at which time it was determined a quorum was present.

**II. REVIEW OF MARCH 2014 & APRIL 2014 MEETING MINUTES**

The minutes were submitted by Chairman Helm and, without objection, were unanimously approved.

At this time, Chairman Helm requested that the meeting agenda be amended to address the request from Kee Construction Services listed under New Business.

**III. KEE CONSTRUCTION SERVICES REQUEST – AUTOPARK LOT**

White presented to the Authority the request from Kee Construction to extend their current lease of Braddock Lot an additional month from May 2014 to June 2014. The request explained that the extension would be necessary in order for Kee Construction Services to complete the final stages of construction on the Fly Tower Project.

Rives asked Anderson if any complications have arisen from Kee Construction Services use of the lot to which Anderson replied no. Anderson added that Kee Construction Services have been compliant to the lease requirements.

On motion duly made by Rives and seconded by Burke, the Authority approved the request from Kee Construction Services to extend their current lease agreement for use of the Autopark Lot for an additional month in which the lease will be scheduled to expire at the end of June 2014. Helm recommended if the need arise for an extension beyond June 2014 that White negotiate directly with Anderson as the Authority will need access to the Autopark lot beginning August 1 for the construction at Braddock Autopark.

**IV. REVENUE REPORT FOR APRIL 2014 INCLUDING APPLE BLOSSOM REVENUE**

Rives reported that the grand revenue total for April 2014 was \$91,962, an increase of \$4,310 or 5% in comparison to April 2013. Total hourly revenue for April 2014 was \$18,773, a decrease of \$835 or -4% in comparison to April 2013. Rent revenue

for April 2014 was \$49,010, an increase of \$809 or 2% in comparison to April 2013. Total meter and fine revenue for April 2014 was \$23,617, an increase of \$4,511 or 24% in comparison to April 2013. Validation coupon revenue was \$449 for April 2014. Miscellaneous revenue for April 2014 was \$113 due to the receiving of payment for metered space parking during the Shenandoah Apple Blossom Festival. Total hourly parking tickets for April 2014 was 11,361 showing a decrease of 47 tickets in comparison to the previous month. At the end of April 2014, there were 962 spaces or 69% of total utilization of spaces being rented at all four parking garages with a total of 439 spaces available for rent. Of the 439 spaces available for rent, 326 spaces were located on the roof and 113 spaces were located undercover. At the end of April 2014, the total revenue for FY 2014 thus far was \$846,805 or 6% in comparison to the previous year. Total revenues collected from the Shenandoah Apple Blossom Festival for 2014 were \$38,308, a decrease of \$1,152 in comparison to the festival of 2013 overall revenue totals.

Rives noted that overall revenue totals were up by approximately \$4,000 or 5% even though hourly revenue totals and hourly parking ticket totals fell slightly downwards. Rives added that Apple Blossom Festival overall revenue totals decreased slightly from last year's totals however; the numbers were very comparable and satisfactory. Rives stated that fiscal year totals thus far were continuing to remain on target at 6% with the garages continuing to have plenty of parking spaces available for rent. Rives noted that Loudoun Autopark continues to have the lowest occupancy level of 60% while Court Square Autopark has the highest occupancy level of 76%.

## **V. EXECUTIVE DIRECTOR'S REPORT FOR APRIL 2014**

Anderson reported the following:

- Kidzfest event occurred on Saturday, May 17, 2014. The event was heavily attended and no issues occurred with parking in the garages.
- Shenandoah Apple Blossom Festival occurred on May 2 – 3, 2014. Revenues were comparable to last year's numbers and no major parking issues occurred during the event weekend.
- Landscaping at Court Square Autopark has been completed. WPA is receiving many compliments about the landscaping work that was done.
- GW Autopark elevators are continuing to have various operational problems occurring.
- The abandoned vehicle issues at Court Square and Loudoun Autopark have been resolved. The abandoned vehicle at Court Square was because of a monthly parker who was storing a vehicle for a family member. The vehicle has been removed. The abandoned vehicle at Loudoun Autopark has been removed and the owner did pay a substantial amount of money for use of the garage.



- On May 9, 2014 a large UHaul moving truck struck the Cameron St. entrance to GW Autopark. Damage occurred to the structure in the form of a linear crack and will need to be repaired.
- On Memorial Day, May 26, 2014 the Marine Corps War Memorial Flag Detail will be draping a large American Flag from GW Autopark in commemoration of the holiday. The flag will hang from 8 am to 4 pm and will be monitored as outlined in the MOU. The Winchester Star will be featuring the flag in an upcoming issue.
- Preparations for the garage renovations project are currently ongoing.
- WPA will be doing a presentation at the Old Town Stakeholders Meeting on May 22, 2014.

## **VI. OLD BUSINESS**

### **1. Global Parking Discussion Update**

Burke informed the Authority that the parking committee will have their next meeting on Tuesday, June 10, 2014. Burke noted that she and Anderson have met with many of the large user groups that currently park in the garages to explain capacity operations and how it would affect monthly parking. Burke added that it was explained to the monthly parkers in detail how increasingly difficult it is for the WPA to monitor and manage spaces numbers in what is now fully automated garages. The majority of the large user groups did not wish to see the Authority convert to capacity operations in the garages because they were very attached to having their own specific spaces, however, they were open to the idea of having their spaces on a time schedule whereas it would be their space to park in during certain designated hours of operation. Burke added that it may be possible to combine capacity operations with designated space areas and this will be discussed at the next committee meeting.

Helm stated that the Authority will plan to have a discussion on how it can develop a hybrid system of operations that will include operating under capacity as well as implementing designated space numbers or areas. Helm asked that Anderson be given the task to resolve how to manage such a hybrid system once a plan is developed.

Helm stated that there would be no need to discuss rate increases at this time until management operations are further addressed.

### **2. Garage Renovation Update**

Anderson informed the Authority that references on submitted bids from contractors for the garage renovations project are in the process of being checked. Helm asked if the scheduling of the renovations project is currently on its projected path. Anderson replied that the project schedule is currently going as planned however; it is very close to possibly running behind schedule for the initial start of the project.



## **VII. NEW BUSINESS**

### **1. Full Circle Marketing Request for Hable Lot**

Savarese explained the request from Full Circle Marketing for use of the first four parking spaces closest to the pedestrian mall on Hable Lot for various events that are scheduled for the following dates: May 17, June 20, July 3, July 18, August 15, September 5 – 6, and October 17 – 18, 2014. The request also included that on June 20, 2014 the use of the entire Hable Lot to host the Friday Night Live event if the Taylor Hotel Pavilion is not completed and ready for use. Savarese added that the 4 parking spaces in the lot will be used as a staging area for children's activities during the Kidzfest event and for art exhibits or activities for the Friday Night Live event.

Savarese informed the Authority that downtown events are doing very well with the Kidzfest event drawing as many as approximately 5,000 attendees. Savarese added that Full Circle Marketing and OTDB are actively continuing to promote parking in the garages during these events.

Helm stated that the Authority would be willing to approve the request and suggested that the Friday Night Live event scheduled for July 18, 2014 be included for use of the entire Hable Lot should the Taylor Hotel Pavilion still remain unavailable for use. Helm added that construction due to the garage renovations project will put additional pressure on lot use and may prohibit use of the lots beyond the dates listed in the request. Savarese responded by stating that even though the renovations project may affect parking availability, there should still be plenty of parking available at the other garages that are not effected by construction for events. Savarese added that maps would be very useful and is currently working on map improvements to better illustrate where parking is located. Helm noted that when the maps are ready for distribution, they can be placed in the WPA main office.

The Authority approved the request from Full Circle Marketing for use of the first 4 spaces on the Hable Lot for various events scheduled for May 17, July 3, July 18, August 15, September 5 – 6, and October 17 – 18, 2014. The Authority approved the request for use of the entire Hable Lot on June 20, 2014 for the Friday Night Live event and tentatively for July 18, 2014 should the Taylor Hotel Pavilion be unavailable. Fee for use of entire Hable Lot shall be \$125.00 per event date and the fee for use of the first 4 spaces on Hable Lot shall be at \$.75 per hour for a maximum of 9 hours for each space for a total of \$27 for each event date.

### **2. Our Health Yard Sale Request for Loudoun Autopark**

Helm presented the request from Our Health for use of approximately 20 ground floor spaces in the Loudoun Autopark on August 23, 2014 for their Community Yard Sale in the event of inclement weather. Helm reminded the Authority that it has previously approved this request in the past and thus far Our Health has not had to utilize the garage because of inclement weather.



Helm noted that the upcoming garage renovations project may create problems with space availability during this time. Anderson added that garage construction is scheduled to begin at Braddock Autopark on August 4, 2014 and will result in complete closure of the garage during that month. Approximately 139 monthly parkers will be relocated from Braddock Autopark to Loudoun Autopark during this time and Anderson expressed concerns that Loudoun Autopark may not have enough space availability to accommodate this request. Rives asked if the monthly parkers would have to relocate exclusively to Loudoun Autopark. Anderson explained that maps have been created that will direct hourly and monthly customers from Braddock Autopark to Loudoun Autopark in order to minimize confusion with parking availability and driving directions during this time. Rives suggested that the maps illustrate the distances between the garages and downtown so as not to have the appearance that the garages are located far apart from each other. Helm added that WPA should look into having appropriate signage placed on the street to assist with directing the public to the other garage locations.

Helm stated that there would be plenty of time before the yard sale event to see how heavily used Loudoun Autopark will be during construction. Helm suggested that Anderson restructure the current agreement used in the past to address the Braddock Autopark monthly parker displacement to Loudoun Autopark due to construction then wait to see what will happen. Helm asked that Anderson explain to Our Health that the Authority would be willing to approve the request if possible however; the Authority must allow for parking overflows at Loudoun Autopark due to construction at Braddock Autopark which may in turn limit the space availability required for approving such a request at this time.

### **3. Fourth of July Discussion**

Helm informed the Authority that Anderson has developed a tentative agreement with the Winchester Sheriff's Office for assistance in the monitoring and management of the parking garages during certain downtown events. Anderson explained to the Authority that during Rockin Independence Eve last year, the garages serviced approximately 900 vehicles with revenue approximately \$1,000 under normal operations and rates with the use of paystations. Many complaints stemmed from the use of automation and street closures due to the wait time for exiting the garages. Anderson noted the potential revenue of approximately \$4,000 if WPA would charge a flat fee of \$5 to enter the garage and allow monthly parkers to use the garages for free during certain large events. Anderson added that the Sheriff's Office is willing to collect the fees during events providing that the Authority in turn would make a charitable donation for their assistance. The Sheriff's Office would also be responsible for providing security and crowd control on the rooftops of each garage.

Helm stated that it was expected that the Authority would make a charitable donation at a certain percentage rate as of yet to be determined. Helm noted that he and Anderson would meet to discuss what would be an acceptable percentage rate for donations and other details concerning this issue. Helm also added that the Authority would need to formulate a letter with the endorsement of Dr. Ned Cleland of Blue Ridge Design to explain the reasoning behind the roof closures of the garages during Rockin Independence Eve to the public. Helm reminded the

Authority that the rooftops of the garages are not structurally safe for supporting high occupancies of people during certain events such as viewing the July 4<sup>th</sup> fireworks show.

#### **4. Election of Officers – Treasurer**

Helm informed the Authority that Rives term has expired for serving on the WPA and therefore needed to elect a new treasurer. Helm suggested that the election of the next treasurer be deferred until other members of the Authority are present to vote. Helm on behalf of the Authority thanked Rives for his service.

### **VIII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:24 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday June 26, 2014 at 7:30 a.m. in Council Chambers.

Respectfully submitted,

Teresa Couch  
Secretary

Minutes Approved:

